

COUNTY OF SONOMA DEPARTMENT OF HEALTH SERVICES

ENVIRONMENTAL HEALTH & SAFETY

625 5<sup>TH</sup> Street

Santa Rosa, CA 95404

(707) 565-6565 / (707) 565-6525



CLASS B

COTTAGE FOOD OPERATION

**COUNTY OF SONOMA DEPARTMENT OF HEALTH SERVICES  
ENVIRONMENTAL HEALTH & SAFETY**

625 5<sup>th</sup> Street • Santa Rosa, CA 95404  
(707) 565-6565 • FAX (707) 565-6525 • <http://www.sonoma-county.org/cottagefood>

**COTTAGE FOOD OPERATIONS**

On September 21, 2012, Governor Brown signed the California Homemade Food Act into law. This law amends the California Health and Safety Code (H&S Code) to create a new category of food operations, which unlike retail food facilities, can operate from a home kitchen. The Sonoma County Department of Health Services, Environmental Health and Safety Section will begin accepting applications for Cottage Food Operations (CFOs) on January 1, 2013. The application packet will help guide you in submitting the necessary information to obtain a registration or permit.

There are two classifications of CFOs: Class A and Class B. CFOs are required to obtain an annual registration or annual permit to operate. CFOs may sell directly and indirectly to the public, depending on their operational classification.

Class A CFOs may sell cottage foods directly from their residence, certified farmers' markets, bake sales, and community events. Class A operations are required to complete a 'Class A Cottage Food Operation Self-Certification Checklist' and applicable accompanying attachments to obtain an annual registration.

Class B CFOs are required to complete a 'Class B Cottage Food Operation Supplemental Application' and accompanying attachments to obtain an annual permit, and will be inspected annually. In addition to direct sales from the private residence, Class B operations are permitted to sell cottage foods indirectly from local shops, restaurants and other third party sales. Additionally, persons involved with preparing or packaging cottage food products must complete a Food Processor Course administered by the California Department of Public Health (CDPH) within three months of obtaining a registration or permit.

While CFOs may operate from a private residence, they may be required to meet certain zoning and planning criteria, which can include issues such as parking, noise, traffic control, density, as well as other standards. Contact your local city planning department or Sonoma County Permit and Resource Management at 565-1900 for specific zoning requirements as related to your CFO.

The California Department of Public Health has established a list of currently approved cottage food products that meet the definition as non-potentially hazardous. Additional foods may be added and removed through a 30-day review process. The list of currently approved cottage food products includes the following:

- Baked goods, without cream, custard, or meat fillings, such as breads, biscuits, churros, cookies, pastries, and tortillas
- Candy, such as brittle and toffee
- Chocolate-covered nonperishable foods, such as nuts and dried fruits
- Dried fruit
- Dried pasta
- Dry baking mixes
- Fruit pies, fruit empanadas, and fruit tamales.
- Granola, cereals, and trail mixes
- Herb blends and dried mole paste
- Honey and sweet sorghum syrup
- Jams, jellies, preserves, and fruit butter that comply with the standard described in Part 150 of Title 21 of the Code of Federal Regulations
- Nut mixes and nut butters
- Popcorn
- Vinegar and mustard
- Roasted coffee and dried tea
- Waffle cones and pizelles
- Cotton candy
- Candied apples
- Confections such as salted caramel, fudge, marshmallow bars, chocolate covered marshmallow, nuts, and hard candy, or any combination thereof
- Buttercream frosting, buttercream icing, buttercream fondant, and gum paste that do not contain eggs, cream, or cream cheese
- Dried or Dehydrated vegetables
- Dried vegetarian-based soup mixes
- Vegetable and potato chips
- Ground chocolate

In order to obtain a registration/permit, please complete the application and attachments and submit with your payment. Your application and attachments will be reviewed for compliance with the California Health & Safety Code. Please note: Class B CFOs are subject to inspection of their home kitchen prior to issuance of a permit. You can obtain additional information by contacting Environmental Health & Safety at (707) 565-6565, by visiting our office at 625 5<sup>th</sup> Street, Santa Rosa or by visiting our website at: <http://www.sonoma-county.org/cottagefood>

**COUNTY OF SONOMA DEPARTMENT OF HEALTH SERVICES  
ENVIRONMENTAL HEALTH & SAFETY**

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(707) 565-6565 • FAX (707) 565-6525 • <http://www.sonoma-county.org/health/services/foodcottage.asp>

**APPLICATION FOR CLASS B COTTAGE FOOD OPERATION PERMIT**

A Cottage Food Operation allows nonpotentially hazardous food, such as baked goods, jams, jellies, preserves, fruit butters, dry herbs, dry blends or dry tea blends, to be produced in the kitchen of a person's primary domestic residence within Sonoma County.

|  |       |   |
|--|-------|---|
| NAME OF COTTAGE FOOD OPERATION   |       | PHONE (INCLUDE AREA CODE)   |
| OWNER NAME(S)  |       | <b>CHECK APPROPRIATE BOX</b><br><input type="checkbox"/> <b>SEPTIC SYSTEM</b><br><input type="checkbox"/> <b>PUBLIC SEWER</b> |
| ADDRESS OF DOMESTIC HOME KITCHEN   |       | <b>CHECK APPROPRIATE BOX</b><br><input type="checkbox"/> <b>PRIVATE WELL</b><br><input type="checkbox"/> <b>PUBLIC WATER</b>  |
| CITY   | STATE | ZIP   |
| MAILING ADDRESS  |       | EMAIL ADDRESS   |
| CITY   | STATE | ZIP   |
| <b>Type of Sales</b>   |       |   |
| <input type="checkbox"/> <b>Direct Sales</b> <input type="checkbox"/> <b>Indirect Sales</b>  |       |   |
| <b>Owner's Statement</b>   |       |   |
| <p><i>I (we) understand that a permit is issued upon investigation of the above named Cottage Food Operation when it is found to be in substantial compliance with applicable state law and county code. Fees are not prorated. The permit is valid for twelve months and shall expire at the end of this time period. If you wish to obtain a new permit, you must submit a new application, associated documents, payment of fees determined by the Board of Supervisors and submittal of a new application for permit. The permit may be suspended or revoked for good cause. The permit is not transferable upon change of ownership and is valid only for the location and type of cottage food product(s) indicated.</i></p> <p><i>I (we) agree to operate in compliance with all applicable statutes, orders, quarantines, rules or regulations prescribed by state law; a state officer or department, or the Public Health Officer for Sonoma County. Pursuant to the California Public Records Act, Cottage Food Operation Application information is a public document and must be released upon request.</i></p> |       |   |

Proposed Start Date \_\_\_\_\_ Fee Enclosed \$ \_\_\_\_\_

Print name(s) \_\_\_\_\_ Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

Vet Exempt ☐ Yes ☐ No

Have you ever had a CFO permit with Sonoma County? ☐ Yes ☐ No

**For Office Use Only**

**Class B CFO Registration:** PE# \_\_\_\_\_ ID# \_\_\_\_\_ District \_\_\_\_\_ EHS Approval \_\_\_\_\_ Date \_\_\_\_\_

☐ **DD214 Rec'd**                      Amount Rec'd \$ \_\_\_\_\_ ☐ **Cash** ☐ **Check** ☐ **Credit Card Trans#** \_\_\_\_\_

Date Rec'd \_\_\_\_\_ By \_\_\_\_\_

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**CLASS B COTTAGE FOOD OPERATION  
SUPPLEMENTAL APPLICATION**

NAME OF COTTAGE FOOD OPERATION (CFO) \_\_\_\_\_ DATE \_\_\_\_\_  
NAME OF OWNER \_\_\_\_\_ PHONE \_\_\_\_\_  
CFO PHYSICAL ADDRESS \_\_\_\_\_  
CFO MAILING ADDRESS \_\_\_\_\_  
EMAIL ADDRESS \_\_\_\_\_

**Cottage Food Products (Please check the items you will prepare and offer.)**

- |   |  |
|---|--|
| <input type="checkbox"/> Baked Goods (may not contain cream, custard or meat fillings), including (check all that apply to your operation)<br><input type="checkbox"/> Breads <input type="checkbox"/> Biscuits <input type="checkbox"/> Churros<br><input type="checkbox"/> Cookies <input type="checkbox"/> Pastries <input type="checkbox"/> Tortillas<br><input type="checkbox"/> Other baked goods _____<br><input type="checkbox"/> Candy, such as brittle and toffee<br><input type="checkbox"/> Cotton candy<br><input type="checkbox"/> Candied apples<br><input type="checkbox"/> Confections such as salted caramel, fudge, marshmallow bars, chocolate covered marshmallow, nuts, and hard candy (any combination thereof)<br><input type="checkbox"/> Dried fruit<br><input type="checkbox"/> Dried or Dehydrated vegetables<br><input type="checkbox"/> Dried vegetarian-based soup mixes<br><input type="checkbox"/> Vegetable and potato chips<br><input type="checkbox"/> Dried pasta<br><input type="checkbox"/> Dried baking mixes<br><input type="checkbox"/> Granola, cereals, and trail mixes | <input type="checkbox"/> Fruit pies, fruit empanadas, and fruit tamales<br><input type="checkbox"/> Herb Blends and dried mole paste<br><input type="checkbox"/> Honey and sweet sorghum syrup<br><input type="checkbox"/> Jams, jellies, preserves and fruit butter that comply with standard described in Part 150 of Title 21 of the Code of Federal Regulations (These should be fruit products to assure that they are not potentially hazardous.)<br><input type="checkbox"/> Nut mixes and nut butters<br><input type="checkbox"/> Popcorn<br><input type="checkbox"/> Vinegar and mustard<br><input type="checkbox"/> Roasted coffee and dried tea<br><input type="checkbox"/> Waffle cones and pizzelles<br><input type="checkbox"/> Ground chocolate<br><input type="checkbox"/> Chocolate-covered nonperishable foods, such as nuts and dried fruit<br><input type="checkbox"/> Buttercream frosting, buttercream icing, buttercream fondant, and gum paste that do not contain eggs, cream, or cream cheese. |
|---|--|

The following requirements are outlined in the Cottage Food Operations (CFO) regulations and are minimum standards of health and safety for the preparation of approved cottage foods in the home.

| <b>Facility Requirements, Floor Plan and Equipment List—Attachment 1</b>                          |  | <b>YES</b>               | <b>NO</b>                |
|---|--|--------------------------|--------------------------|
| The CFO is located in a private residence where the CFO operator currently resides.               |  | <input type="checkbox"/> | <input type="checkbox"/> |
| CFO food preparation will take place in the private kitchen within that home.                     |  | <input type="checkbox"/> | <input type="checkbox"/> |
| Sketch of floor plan and list of utensils for food and kitchen areas provided (Attachment 1).     |  | <input type="checkbox"/> | <input type="checkbox"/> |
| Restroom to be used with CFO available (Attachment 1).  |  | <input type="checkbox"/> | <input type="checkbox"/> |
| Handwashing and warewashing facilities to be used with CFO available (Attachment 1).              |  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Employee and Training Requirements</b>   |  | <b>YES</b>               | <b>NO</b>                |
| Have all persons preparing or packaging CFO products completed the CDPH food processor course?    |  | <input type="checkbox"/> | <input type="checkbox"/> |
| If YES, copies of certificates are attached.  |  | <input type="checkbox"/> | <input type="checkbox"/> |
| If NO, complete course within three months of CFO registration.                                   |  | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the CFO have more than 1 employee? (Immediate family or household members are not included.) |  | <input type="checkbox"/> | <input type="checkbox"/> |

| <b>Water Supply, Sewage Disposal, Solid Waste Disposal &amp; Zoning—Attachment 2</b>   |  | <b>YES</b>               | <b>NO</b>                |
|--|--|--------------------------|--------------------------|
| Is your water source a private well?   |  | <input type="checkbox"/> | <input type="checkbox"/> |
| If YES, have you completed testing for Total and Fecal Coliform bacteria, nitrate and nitrite? Attach test results.  |  | <input type="checkbox"/> | <input type="checkbox"/> |
| Is your water source a public water system or community services district?<br>If YES, what is the name of the public water system or district?   |  | <input type="checkbox"/> | <input type="checkbox"/> |
| If your residence has a septic system, documentation of septic system clearance by the County of Sonoma, Permit and Resource Management Department (PRMD) is required. Documentation of PRMD clearance provided. (Attachment 2). |  | <input type="checkbox"/> | <input type="checkbox"/> |
| Information regarding trash disposal provided (Attachment 2).  |  | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have any documentation regarding local zoning approval (Class B CFO only) (Attachment 2)?   |  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Food Preparation Requirements</b>   |  | <b>YES</b>               | <b>NO</b>                |
| Handwashing to be conducted immediately prior to handling foods and after engaging in any activity that contaminates hands, such as after using the toilet, coughing, sneezing, eating or smoking .                              |  | <input type="checkbox"/> | <input type="checkbox"/> |
| Warm water, pump soap and single use paper towels are available for handwashing.   |  | <input type="checkbox"/> | <input type="checkbox"/> |
| All food ingredients used in the CFO products are from an approved source, and are safe and wholesome.   |  | <input type="checkbox"/> | <input type="checkbox"/> |
| Kitchen equipment and utensils used to produce CFO products shall be clean and sanitized prior to use.   |  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Sales Plan—Attachment 3</b>   |  | <b>YES</b>               | <b>NO</b>                |
| Location(s) of direct sale cottage food products provided (Attachment 3).  |  | <input type="checkbox"/> | <input type="checkbox"/> |
| Location(s) of indirect sale cottage food products provided (Attachment 3).  |  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Food Preparation/Handling Steps and Ingredients—Attachment 4</b>  |  | <b>YES</b>               | <b>NO</b>                |
| Food preparation/handling steps and list of ingredient of each CFO product provided.   |  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Labeling and Packaging—Attachment 5</b>   |  | <b>YES</b>               | <b>NO</b>                |
| All CFO products are labeled in compliance with the Federal Food, Drug and Cosmetic Act.   |  | <input type="checkbox"/> | <input type="checkbox"/> |
| The label also includes:   |  | <input type="checkbox"/> | <input type="checkbox"/> |
| The words "Made in a Home Kitchen" in 12-point type  |  | <input type="checkbox"/> | <input type="checkbox"/> |
| Common name of product or a descriptive name   |  | <input type="checkbox"/> | <input type="checkbox"/> |
| Name, city and zip code of the CFO   |  | <input type="checkbox"/> | <input type="checkbox"/> |
| Permit number and County of Sonoma (permit issuing authority)  |  | <input type="checkbox"/> | <input type="checkbox"/> |
| Ingredient list in descending order of weight  |  | <input type="checkbox"/> | <input type="checkbox"/> |
| Net quantity in English units (pounds) and metric units (grams)  |  | <input type="checkbox"/> | <input type="checkbox"/> |
| Declaration of food allergens, such as milk, eggs, fish, etc.  |  | <input type="checkbox"/> | <input type="checkbox"/> |
| Label legible and in English   |  | <input type="checkbox"/> | <input type="checkbox"/> |
| If nutrient content claim or health claim made, nutrition fact panel provided  |  | <input type="checkbox"/> | <input type="checkbox"/> |
| A sample label for each cottage food product is provided.  |  | <input type="checkbox"/> | <input type="checkbox"/> |
| Description of packaging and process of packaging to be used for each CFO product provided.  |  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Jams, Jellies, Preserves, and Fruit Butter—Attachment 6</b>   |  |                          |                          |
| I will prepare jams, jellies, preserves, or fruit butter and have completed and signed attachment 6 of this packet.  |  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Permissible Sales Requirements</b>  |  | <b>YES</b>               | <b>NO</b>                |
| CFO products will be sold via direct sales.  |  | <input type="checkbox"/> | <input type="checkbox"/> |
| CFO products will be sold via indirect sales.  |  | <input type="checkbox"/> | <input type="checkbox"/> |
| Gross sales of CFO products will be less than:   |  | <input type="checkbox"/> | <input type="checkbox"/> |
| \$35,000 for 2013  |  | <input type="checkbox"/> | <input type="checkbox"/> |
| \$45,000 for 2014  |  | <input type="checkbox"/> | <input type="checkbox"/> |
| \$50,000 for 2015 and beyond   |  | <input type="checkbox"/> | <input type="checkbox"/> |

**Operational Requirements**

1. No cottage food preparation, packaging, or handling may occur within the home kitchen concurrent with any other domestic activities, such as family meal preparation, dishwashing, clothes washing or ironing, kitchen cleaning, or guest entertainment.
2. No infants, small children, or pets may be in the home kitchen during preparation, packaging or handling of any cottage food products.
3. Kitchen equipment and utensils used to produce cottage food products shall be clean and maintained in a good state of repair.
4. All food contact surfaces, equipment, and utensils used for the preparation, packaging, or handling of any cottage food products shall be washed, rinsed and sanitized before each use.
5. All food preparation, and food and equipment storage areas shall be maintained free of rodents and insects.
6. Smoking shall be prohibited in the portion of a private home used for the preparation, packaging, storage, or handling of cottage food products and related ingredients or equipment, or both, while cottage food are being prepared, packaged, stored, or handled.

I (we) agree to grant to the County of Sonoma, DHS, EHS the right to enter, during normal business hours or at other reasonable times, the permitted CFO area of the private residence for the purpose of inspection, including the collection of food samples.

\_\_\_\_\_  
Print name(s) of Cottage Food Operator(s)

\_\_\_\_\_  
Signature of Cottage Food Operator(s)

\_\_\_\_\_  
Date

**COTTAGE FOOD OPERATION (CFO)  
FACILITY, FLOOR AND EQUIPMENT PLAN**

**ATTACHMENT 1**

**The CFO application must include a floor plan showing all of the following:**

- Preparation equipment
- Food contact work surfaces
- Warewashing equipment
- Restroom facility
- Handwashing
- Storage areas
- Refrigeration equipment

**Sketch**

**List of Equipment/Utensils**

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**CLASS B  
COTTAGE FOOD OPERATION (CFO)  
WATER SUPPLY, SEWAGE DISPOSAL, SOLID WASTE DISPOSAL & ZONING**

**ATTACHMENT 2**

**Water Supply**

If your potable water source is from a private well, you will need to have the water tested by a state certified lab. The water sample must be absent of Total and Fecal Coliform bacteria. The water sample must have no more than 45 mg/L of Nitrate (as NO<sub>3</sub>). Submit a copy of the lab results. The water sample must have no more than 1.0 mg/L of Nitrite (as nitrogen).

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**Sewage Disposal – Public Sewer System**

1. If your residence is connected to a public sewer system, provide the name of the public sewer agency:\_\_\_\_\_

**Sewage Disposal – Septic System**

**Class B CFO:** Owner of residence to provide documentation of septic system clearance by the County of Sonoma, Permit and Resource Management Department (PRMD):

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**Solid Waste Disposal**

Provide the name of the solid waste company that picks up your trash.

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**Zoning**

Provide any documentation you have received from your local city or County of Sonoma planning department regarding your CFO.

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**CLASS B  
COTTAGE FOOD OPERATION (CFO)  
SALES PLAN  
ATTACHMENT 3**

**Sales Plan**

List the name of the business and address where the cottage food product(s) will be sold.

**Direct Sale: List the name of the business and address where 'Direct Sale' of cottage food products will take place.**

'Direct Sale' means a transaction between a cottage food operator and a consumer, where the consumer purchases the cottage food product directly from the cottage food operator. Direct sales include, but are not limited to, sale from the location of the cottage food operation, transactions at community events, bake sales, farm stands, Certified Farmers' Markets and other locations provided the transaction occur in-person between the consumer and the cottage food operator.

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CFO operators who sell or give away food at a Certified Farmer's Market or at a community event are required to obtain a temporary food facility permit from Environmental Health & Safety. If you are participating in a Certified Farmer's Market or Community Event, please specify which:

☐ Certified Farmer's Market      ☐ Community Event      ☐ Both

**Indirect Sale: List the name of the business and address where the 'Indirect Sale' of cottage food products will take place.**

'Indirect Sale' means a transaction between the cottage food operator, a third party retailer, and a consumer. The consumer purchases the cottage food product(s) from a third party retailer that holds a valid permit issued by the Environmental Health & Safety. Indirect sales include, but are not limited to, sales made in retail shops or retail food facilities where food may be immediately consumed on the premises.

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**COTTAGE FOOD OPERATION (CFO)**  
**FOOD PREPARATION/HANDLING STEPS AND INGREDIENTS**  
**ATTACHMENT 4**

**Food Preparation/Handling Steps and Ingredients**

Submit food preparation/handling steps with a list of all ingredients used to manufacture the cottage food product(s), submitting separate information for each individual cottage food product indicated on your application. Note: *All ingredients shall be from an approved source.*

**Example: Chocolate Chip Cookies**

**Ingredients:**

|                 |                           |
|-----------------|---------------------------|
| Butter          | baking soda               |
| white sugar     | hot water                 |
| brown sugar     | salt                      |
| eggs            | semisweet chocolate chips |
| vanilla extract | chopped walnuts           |

**Preparation/Handling Steps:**

1. Cream together the butter, white sugar, and brown sugar until smooth.
2. Beat in the eggs one at a time, then stir in the vanilla.
3. Dissolve the baking soda in hot water. Add to batter along with salt.
4. Stir in chocolate chips and walnuts. Drop in large spoonfuls onto ungreased baking pans.
5. Bake for 10 minutes in the preheated oven at 350 degrees or until edges are browned.

**Example: Pear Jam**

**Ingredients:** Pear fruit (fresh), white sugar, pectin, citric acid

**Preparation/Handling Steps:**

1. Remove skins, stems, seeds, and cores of the pears.
2. Finely chop the edible portions of the pear from step 1.
3. Weigh the chopped edible portion of the pear.
4. Calculate the weight of sugar to be added to the chopped pear (45 parts pear to 55 parts sugar):

$$1500 \text{ grams Pear} \left( \frac{55 \text{ grams Sugar}}{45 \text{ grams Pear}} \right) = 1834 \text{ grams Sugar}$$

5. Add pear and sugar to a stock pot, apply heat. Adjust pH with citric acid as needed; add pectin.
6. Using a refractometer, verify that the soluble –solids content of the jam is not less than 65%.
7. Portion jam into sanitized jars with sanitized lids. Allow jars to cool and jam to set.

**Example: Apple Jelly**

**Ingredients:** Apple juice (fresh), white sugar, pectin, citric acid

**Preparation/Handling Steps:**

1. Press apples and collect juice.
2. Strain juice to make clear.
3. Measure the percent soluble-solids content (% ssc) of the juice using a refractometer.
4. Calculate the weight of sugar to be added to the juice:

$$\left( \frac{13\% \text{ ssc} \times (1360 \text{ grams Juice})}{100\% \text{ ssc}} \right) \times \left( 7.5 \text{ Reference factor} \right) \times \left( \frac{55 \text{ parts sugar}}{45 \text{ parts fruit}} \right) = 1621 \text{ grams Sugar}$$

8. Mix clear juice and sugar in stock pot, apply heat. Adjust pH with citric acid as needed; add pectin.
9. Using a refractometer, verify that the soluble –solids content of the jelly is not less than 65%.
10. Portion jelly into sanitized jars with sanitized lids. Allow jars to cool and jelly to set.

**CLASS B  
COTTAGE FOOD OPERATION (CFO)  
LABELING AND PACKAGING  
ATTACHMENT 5**

**Labeling**

Cottage food products are required to be labeled in accordance with specific state and federal labeling regulations. The following list of labeling requirements is intended to assist CFOs in complying with basic labeling laws and regulations. Complete federal labeling requirements may be found in the Federal Food, Drug, and Cosmetic Act available at 21 U.S.C. Sec. 343 et seq. and 21 CFR Part 101.

Packaged, processed food labels usually have two distinct areas: the principal display panel (also known as the primary display panel) and the information panel. The principal display panel information is part of the label the consumer will see first and is usually located on the front of the package. This panel lists the product name and net quantity of contents.

The information panel is usually located to the immediate right of the principle display panel, and contains the nutrition facts statement. Computer generated labels affixed to cottage food products may list all required information on the principle display panel, provided that the information is displayed in a size and manner that will allow the information to be read by the average consumer.

In addition, whenever a cottage food product is served without packaging or labeling in a permitted retail food facility or is used as an ingredient in the preparation of a food in a retail food facility, the retail customer must be notified that the food product or the ingredient in the food was processed in a CFO home kitchen.

Copies of labels for each cottage food product you are proposing to manufacture must be included with your application.

Labels shall include:

1. Home kitchen identification. The words "Made in a Home Kitchen" or "Repackaged in a Home Kitchen" as applicable, in 12-point type must appear on the principal display panel. \*Note: if labeled as "Repackaged in a Home Kitchen" then a description of any purchased ready-to-eat products not used as an ingredient must also be included on the label.
2. Common or descriptive name. The common or descriptive name of the CFO food product must be located on the principal display panel.
3. CFO identification. The name, city, and zip code of the CFO operation which produced the cottage food product must be included on the label. If the CFO is not listed in a current telephone directory, then a street address must also be included on the label. (A contact phone number or email address is optional, but may be helpful for contact in case a consumer wishes to contact the CFO.)
4. Registration or permit number. The label must include the registration or permit number of the Class A or Class B CFO which produced the cottage food product and the name of the county that issued the permit or registration number.
5. Ingredients. The label must include the ingredients of the cottage food product in descending order of predominance by weight, if the product contains two or more ingredients.

## Labeling (continued)

6. Net quantity. The net quantity (count, weight, or volume) of the food product in both English (pound) units and metric units (grams).
7. Allergens. Declaration on the label in plain language if the food contains any of the major food allergens, such as milk, eggs, fish, shellfish, tree nuts, wheat, peanuts, and soybeans. There are two approved methods prescribed by federal law for declaring the food sources of allergens in packaged foods:
  - a) in a separate statement immediately following or adjacent to the ingredient list, or
  - b) within the ingredient list
8. English language. The label must be legible and in English (accurately translated information in another language is optional).

### Examples of Class B Label:

|   |
|---|
| <p style="text-align: center;"><b>MADE IN A HOME KITCHEN</b><br/><b>Permit #: xxxxxxxx</b><br/><b>Issued in county: Sonoma County</b><br/><i>Chocolate Chip Cookies With Walnuts</i><br/><i>Sally Baker</i><br/><i>123 Cottage Food Lane</i><br/><i>Santa Rosa, CA 90XXX</i></p> <p><b>Ingredients:</b> Enriched flour (Wheat flour, niacin, reduced iron, thiamine, mononitrate, riboflavin and folic acid), butter (milk, salt), chocolate chips (sugar, chocolate liquor, cocoa butter, butterfat [milk]), walnuts, sugar, eggs, salt, artificial vanilla extract, baking soda.</p> <p><b>Contains: Wheat, eggs, milk, soy, walnuts</b></p> <p style="text-align: center;">Net Wt. 3 oz. (85.049g)</p> |
|---|

9. Nutrient content claim. The use of the following eleven terms are considered nutrient content claims (nutritional value of a food): free, low, reduced, fewer, high, less, more, lean, extra lean, good source, and light. The Federal Food and Drug Administration has set conditions for the use of these terms. For example, the term 'sodium free' means that the food contains less than 5 milligrams of sodium per serving of the food.
10. Health claim. A health claim is a statement or message on the label that describes the relationship between a food component and a disease or health-related condition (e.g., sodium and hypertension, calcium and osteoporosis). Health claims, if used, must conform to the requirements established in 21 CFR 101.14 and 101.70 et. seq.

11. **Nutrition fact panel.** Nutrition fact panels will generally **not** be required for CFOs. If the food label makes any nutrient content or health claims then a nutrition facts panel is required to be incorporated into the label. Nutrition information must be declared in a 'Nutrition Facts' statement as indicated in the example below. The categories that are required to be on the nutrition facts panel include: calories, total fat, saturated fat, trans fat, cholesterol, sodium, total carbohydrate, dietary fiber, sugar, protein, vitamin A, vitamin C, calcium and iron. The amount of trans fat must be declared on the nutrition facts panel unless the total fat in the food is less than 0.5 gram (or ½ gram) per serving and no claims are made about fat, fatty acid, or cholesterol content. If it is not listed, a footnote must be added stating the food is 'Not a significant source of trans fat.'

**Example of 'Nutrition Facts' panel:**

| <b>Nutrition Facts</b>   |                           |
|--|---------------------------|
| Serving Size 1 cup (228g)  |                           |
| Servings Per Container 2   |                           |
| Amount Per Serving   |                           |
| Calories 250   | Calories from Fat 110     |
| % Daily Value*   |                           |
| Total Fat 12g  | 18%                       |
| Saturated Fat 3g   | 15%                       |
| Trans Fat 1.5g   |                           |
| Cholesterol 30mg   | 10%                       |
| Sodium 470mg   | 20%                       |
| Total Carbohydrate 31g   | 10%                       |
| Dietary Fiber 0g   | 0%                        |
| Sugars 5g  |                           |
| Protein 5g   |                           |
| Vitamin A  | 4%                        |
| Vitamin C  | 2%                        |
| Calcium  | 20%                       |
| Iron   | 4%                        |
| * Percent Daily Values are based on a 2,000 calorie diet.<br>Your Daily Values may be higher or lower depending on your calorie needs: |                           |
|  | Calories: 2,000 2,500     |
| Total Fat  | Less than 65g 80g         |
| Sat Fat  | Less than 20g 25g         |
| Cholesterol  | Less than 300mg 300mg     |
| Sodium   | Less than 2,400mg 2,400mg |
| Total Carbohydrate   | 300g 375g                 |
| Dietary Fiber  | 25g 30g                   |

## Packaging

Labels, wrappers, inks, adhesives, paper, and packaging materials that come into contact with the cottage food product by touching the product or penetrating the packaging must be food-grade (safe for food contact) and not contaminate the food. Provide a description of all the types of packaging you are proposing to use, and the process by which you will package the cottage food product. Labels must be affixed to the packaging.

**Example Packaging:**

*Packaging consists of 6 ½" X 5 ½" clear, fold top plastic sandwich bags with plastic twist ties. Two chocolate chip cookies will be placed in each bag and the bag will be sealed closed. A computer generated self-stick label will be placed on each bag.*

**COTTAGE FOOD OPERATION (CFO)**  
**Standardized Fruit Butters, Jellies, Preserves, and Related Products**  
[\[ Title 21 Code of Federal Regulations Part 150 \]](#)

**ATTACHMENT 6**

**Please check the items you will prepare and offer:**

☐ Jams   ☐ Jellies   ☐ Preserves   ☐ Fruit Butter   ☐ None of these

| Jams, Jellies, Preserves, and Fruit Butter Standards of Identity Acknowledgement  | YES                      | NO                       | N/A                      |
|---|--------------------------|--------------------------|--------------------------|
| <b><u>Fruit Butter.</u></b> I have read, understand, and agree to comply with section 150.110 of 21 CFR. I acknowledge that fruit butter must contain five parts by weight of the fruit ingredient in accordance with paragraph (d)(2) of section 150.110 to each two parts by weight of nutritive carbohydrate sweetener as measured in accordance with paragraph (d)(4) of section 150.110. I acknowledge the soluble solids content of the finished fruit butter must not be less than 43 percent, as determined by the method in (d)(3) of section 150.110.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b><u>Fruit Jelly.</u></b> I have read, understand, and agree to comply with section 150.140 of 21 CFR. I acknowledge that Jelly mixtures shall not contain less than 45 parts by weight of fruit juice to each 55 parts by weight of sweet ingredient as measured in accordance with (d)(4) of section 150.140. I acknowledge the soluble solids content of the finished jelly must not be less than 65%, as determined by the method in (d)(3) of section 150.140.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b><u>Artificially Sweetened Fruit Jelly.</u></b> I have read, understand, and agree to comply with section 150.141 of 21 CFR. I acknowledge the quantity of the fruit juice ingredient, calculated as set out in 150.140(b), will not be less than 55 percent by weight of the finished food. I acknowledge that only approved artificial sweeteners and preservatives are to be used and in accordance with section 150.141. I acknowledge the jelly will be sealed in containers and so processed by heat, either before or after sealing, to prevent spoilage.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b><u>Fruit Preserves and Jams.</u></b> I have read, understand, and agree to comply with section 150.160 of 21 CFR. I acknowledge group I fruits shall be 47 parts by weight of the fruit ingredient to each 55 parts by weight of the sweet ingredient and group II fruits be 45 parts by weight of the fruit ingredient to each 55 parts by weight of the sweet ingredient and that the weight of the fruit ingredient will be determined in accordance with (d)(2) of 150.160, and the weight of the sweet ingredient will be determined in accordance with (d)(5) of 150.160. I acknowledge the soluble-solids content of the finished jam or preserve will not be less than 65 percent. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b><u>Artificially Sweetened Fruit Preserves and Jams.</u></b> I have read, understand, and agree to comply with section 150.161 of 21 CFR. I acknowledge the quantity of the fruit ingredient shall not be less than 55 percent by weight of the finished food product. I acknowledge that only approved artificial sweeteners and preservatives are to be used and in accordance with section 150.161. I acknowledge the jam/preserves will be sealed in containers and so processed by heat, either before or after sealing, to prevent spoilage.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Owner/Operator Statement**

I have reviewed, understand, and agree to comply with the standards set forth in Title 21 Code of Federal Regulations Part 150.

Print name(s)\_\_\_\_\_Signature(s)\_\_\_\_\_Date\_\_\_\_\_



*NOTE: The information in this FAQ is intended to provide a response to questions posed and will be updated as needed. This information should not be construed as a legal interpretation.*

**AB 1616 Chaptered Law:**

[http://www.leginfo.ca.gov/pub/11-12/bill/asm/ab\\_1601-1650/ab\\_1616\\_bill\\_20120921\\_chaptered.pdf](http://www.leginfo.ca.gov/pub/11-12/bill/asm/ab_1601-1650/ab_1616_bill_20120921_chaptered.pdf)

## **California Homemade Food Act Cottage Food Operations (CFO) Frequently Asked Questions**

### **1. What is a CFO?**

A CFO is an enterprise operating from a private home where low-risk food products are prepared or packaged for sale to consumers.

### **2. When does the new law go into effect?**

The new law becomes effective January 1, 2013 and imposes certain responsibilities on local planning and environmental health jurisdictions. The California Department of Public Health (CDPH) has been tasked with providing food processor training and posting an approved list of foods allowed to be prepared by a CFO on their website. The CDPH is also responsible for establishing a process to update the list of approved cottage foods. To obtain the most current information concerning cottage food products, go to the CDPH cottage food webpage at:

<http://www.cdph.ca.gov/programs/Pages/fdbCottageFood.aspx>

### **3. What is meant by “private home”?**

“Private home” means a dwelling, including an apartment or other leased space, where individuals reside. The CFO must be conducted from the primary residence and is not allowed to be conducted from other dwellings such as a second home, vacation home, motor home, etc.

### **4. Are there limitations on the size of a CFO’s sales?**

Yes. The dollar amount a CFO is limited to in a calendar year is \$50,000 or less in gross.

### **5. Can a CFO have employees?**

Yes. A CFO can have one full-time equivalent employee (not counting family members or household members).

### **6. What are the two classifications of CFOs?**

**There are two classifications or types of Cottage Food Operations:**

- Class A CFO – An enterprise that only engages in the direct sale of cottage food products.
- Class B CFO – An enterprise that engages in both direct and indirect sales of cottage food products.

## 7. What is meant by “direct sale” of cottage food?

“Direct sale” means a transaction between a CFO operator and a consumer, where the consumer purchases the cottage food product directly from the CFO. Direct sales include, but are not limited to, transactions at holiday bazaars or other temporary events, such as bake sales or food swaps, transactions at farm stands, certified farmers markets, or through community-supported agriculture subscriptions, and transactions occurring in person in the CFO. **NOTE:** A CFO operator may sell cottage food products at a permitted community event provided the CFO operator has a valid temporary food facility permit. Cottage food products offered by a registered or permitted CFO are classified as being from an approved source.

## 8. What is meant by “indirect sale” of cottage food?

“Indirect sale” means an interaction between a CFO, a third-party retailer, and a consumer, where the consumer purchases cottage food products made by the CFO from a third-party retailer that holds a valid retail food facility permit issued by the County of Sonoma Department of Health Services Environmental Health and Safety Section (EHS). Indirect sales include, but are not limited to, sales made to retail shops or to retail food facilities where food may be immediately consumed on the premises.

## 9. What types of cottage food can be prepared by a CFO?

Only foods that are defined as “nonpotentially hazardous” are approved for preparation by a CFO. These are foods that do not require refrigeration to keep them safe from bacterial growth that could make people sick. The CDPH will establish and maintain a list of approved cottage foods on their website. The current list of approved cottage foods includes:

- Baked goods, without cream, custard, or meat fillings, such as breads, biscuits, churros, cookies, pastries, and tortillas
- Candy, such as brittle and toffee
- Chocolate-covered nonperishable foods, such as nuts and dried fruits.
- Dried fruit
- Dried pasta
- Dry baking mixes
- Fruit pies, fruit empanadas, and fruit tamales
- Granola, cereals, and trail mixes
- Herb blends and dried mole paste
- Honey and sweet sorghum syrup
- Jams, jellies, preserves, and fruit butter that comply with the standard described in Part 150 of Title 21 of the Code of Federal Regulations
- Nut mixes and nut butters
- Popcorn
- Vinegar and mustard
- Roasted coffee and dried tea
- Waffle cones and pizelles
- Cotton candy
- Candied apples
- Confections such as salted caramel, fudge, marshmallow bars, chocolate covered marshmallow, nuts, and hard candy, or any combination thereof
- Buttercream frosting, buttercream icing, buttercream fondant, and gum paste that do not contain eggs, cream, or cream cheese
- Dried or Dehydrated vegetables
- Dried vegetarian-based soup mixes
- Vegetable and potato chips
- Ground chocolate



## 10. What if the food I want to make is not an approved cottage food product?

The CDPH Food and Drug Branch has established a protocol for individuals who wish to request that a food product category be added to the approved CFO food product list published on the CDPH website. Requests are to be submitted to [fdbinfo@cdph.ca.gov](mailto:fdbinfo@cdph.ca.gov)

The request should include the name of the product, as well as a brief description of the ingredients and/or the processing method.

## 11. Do I need any special training or certification to prepare cottage foods?

Yes. A person who prepares or packages cottage food products must complete a food processor course instructed by the CDPH within three months of being registered or permitted.

## 12. Where do I go to obtain this special training/certification?

CDPH is responsible for providing cottage food workers with the food processor course and they are continuing to work on this component of the new law. CDPH hopes to have additional training program information posted on their website by mid-January 2013.

CFOs that wish to broaden their food safety knowledge might wish to avail themselves of the low cost on-line food-handler courses that are available for California retail food facility employees. For CFOs that have a minimal training in food safety practices, sanitation principles, or basic food microbiology, these courses provide an excellent background of information that will help the operator understand key food safety principles.

You can access a list of available food-handler training courses at the following website:  
<http://www.ansica.org/wwwversion2/outside/ALLdirectoryListing.asp?menuD=212&prglD=228&status=4>

For information concerning the food processor course go to the CDPH cottage food webpage at:  
<http://www.cdph.ca.gov/programs/Pages/fdbCottageFood.aspx>

## 13. Does a CFO need a registration or permit to operate?

Yes. A CFO must contact the following agencies to obtain approval for their operation:

- **Planning/Zoning Agency**

Depending on where the private home is located within Sonoma County, a CFO must obtain approval from their local city planning department or the County of Sonoma Permit and Resource Management Department (PRMD). Most planning departments will require a home occupation permit and a business license be obtained for both Class A and Class B CFOs. As planning department requirements may vary between jurisdictions, potential CFO operators should check with the jurisdiction where the CFO will be located for specific requirements.

| Quick Reference for Planning/Zoning Department Contacts        |                |
|--|----------------|
| City of Cloverdale – Planning/Community Development Department | (707) 894-1701 |
| City of Cotati – Community Development Department              | (707) 665-3637 |
| City of Healdsburg – Planning & Building Department            | (707) 431-3300 |
| City of Petaluma – Community Development Department            | (707) 778-4301 |
| City of Rohnert Park – Development Services Department         | (707) 588-2226 |
| City of Santa Rosa – Community Development Department          | (707) 543-3200 |
| City of Sebastopol – Planning Department                       | (707) 823-6167 |
| City of Sonoma – Planning Department                           | (707) 938-3681 |
| Town of Windsor – Planning & Building Department               | (707) 838-1021 |
| PRMD Well & Septic Section                                     | (707) 565-2849 |

- **Department of Health Services, Environmental Health & Safety**

Class A CFOs (direct sale only) must submit a completed Application for Registration packet and the Registration fee to EHS for approval prior to commencing operations.

Class B CFOs (direct and indirect sales) must submit a completed Application for Permit packet and the application fee to EHS for approval prior to commencing operations.

Note: Registrations and permits are nontransferable between:

- 1) Persons
- 2) Locations
- 3) Type of food sales, i.e., direct sales vs. indirect sales
- 4) Type of distribution

#### **14. Are there any requirements regarding an on-site water well serving the private home where a CFO will operate?**

Yes. Only potable water from a properly constructed on-site water well or approved municipal water system can be used. If a well is used, the well water must be tested for the following constituents at the testing frequency listed:

| CONSTITUENT                   | TESTING FREQUENCY               | EXPECTED RESULT |
|-------------------------------|---------------------------------|-----------------|
| Total Coliform Bacteria       | Quarterly (once every 3 months) | Absent          |
| <i>E. coli</i>                | Quarterly (once every 3 months) | Absent          |
| Nitrate (as NO <sub>3</sub> ) | Annually (once every year)      | ≤ 45 mg/L       |
| Nitrite (as nitrogen)         | Once every 3 years              | ≤ 1.0 mg/L      |

#### **List of Certified Laboratories for Bacteriological and/or Chemical Analysis**

Sonoma County Public Health Regional Laboratory  
3313 Chanate Road  
Santa Rosa, CA 95404  
Telephone (707) 565-4711  
(bacteriological testing)

Caltest Analytical Laboratory  
1885 North Kelly Road  
Napa, CA 94558  
Telephone (707) 258-4000  
(bacteriological and chemical testing)

Brelje and Race Laboratories, Inc  
425 South E Street  
Santa Rosa, CA 95404  
Telephone (707) 544-8807  
(bacteriological and chemical testing)

Far West Laboratories Inc.  
P O Box 355  
Riverbank, CA 95367  
Telephone (800) 750-9260  
(209) 869-9260  
(bacteriological and chemical testing)

Scott Laboratories  
2220 Pine View Way  
P O Box 4559  
Petaluma, CA 94955-4559  
Telephone (707) 765-6674  
(bacteriological and chemical testing)

*Disclaimer: The Sonoma County Department of Health Services makes no assumption of quality and makes no warranties regarding providers appearing in this resource guide. This resource guide is simply a public listing provided for consumer convenience, and is not a recommendation or endorsement by the Department.*

#### **15. If I have a water sample for my well that was taken prior to my application submittal for a CFO, is the sample valid to allow me to start operation?**

Maybe. Assuming water sample results reflect passing levels for potability, depending on how far in advance the water sample was taken prior to the application for a CFO would determine whether or not the sample result(s) is/are valid to allow the CFO to start operating. The time in advance the water sample was taken should not exceed the testing frequency intervals specified above in question # 14.

Example: The CFO application is dated January 1, 2013. Total coliform bacteria, *E. coli*, nitrate and nitrite were sampled on June 1, 2012 and are passing for potability standards. Are the sample results valid to allow the CFO to start operating? No, although the nitrate and nitrite results are within the testing frequency timeframe (1 year for nitrate, and 3 years for nitrite) prior to the CFO application date, the total coliform bacteria and *E.coli* results are not within the testing frequency timeframe (3 months) prior to the application date. Therefore, the total coliform bacteria and *E. coli* must be re-sampled prior to approval of the CFO application.

#### **16. If my private home is on a septic system, how do I obtain a clearance for my CFO?**

Class A CFOs can certify the septic system is functioning properly, provided the following requirements are met: 1) the septic system cannot be a cesspool; 2) the septic system must be operating effectively; and 3) the septic system must have a reserve area for replacement if the existing septic system fails. Self-certification can be accomplished by completing Attachment 2 of the application.

Class B CFOs must obtain a clearance from the PRMD Well & Septic Section, located at 2550 Ventura Avenue in Santa Rosa. Septic systems with permit history that are 20 years old or less will receive a desk clearance. Septic systems which are older than 20 years will require a field clearance from PRMD staff.

#### **17. Can the liquid waste from my CFO impact the septic system?**

Yes. A residential septic system is designed to accept waste flows from occupants conducting normal day-to-day activities. A cottage food operation may increase the volume and/or strength of the waste if higher amounts of sugars, fats, oils or grease wash down the drain as a result of cooking, baking or cleaning associated with the operation. Increased flows and higher strength waste can cause the septic system to perform poorly, or fail, leading to costly repairs.

Minimize the amount of sugars, fats, oils, or grease entering your septic system by scraping and wiping utensils and surfaces prior to washing, and avoid washing food scraps down the drain. Also, have your septic tank pumped at the recommended frequency of once every 3-5 years.

#### **18. Can my wastewater be disposed of in a graywater system?**

No. The California Plumbing Code Chapter 16A excludes kitchen wastewater from the definition of graywater. Graywater is defined as “untreated wastewater that has not been contaminated by any toilet discharge. Graywater includes wastewater from bathtubs, showers, bathroom sinks, clothes washing machines and laundry sinks. It does not include wastewater from kitchen sinks, dishwashers, photo lab sinks or laundry water from soiled diapers.”

Food processing wastewater, like wastewater from kitchen sinks, is considered “black” water and cannot be routed to a graywater disposal system.

#### **19. How much will the CFO registration or permit cost?**

Please see our fee schedule for the current annual fee for a CFO A or B. Additional fees may be charged for inspection and/or enforcement activities if the CFO is found to be in violation of California food safety laws.

## **20. Will my CFO registration/permit allow me to sell at other retail venues?**

A Class A CFO is limited to direct sales of cottage food products. In addition to the 'direct sale' of cottage food products, Class B CFOs may also engage in 'indirect sales,' CFOs may operate at approved venues such as Community Events, provided they obtain a valid Temporary Food Facility Permit from Department of Health Services, Environmental Health and Safety. Cottage food products sold from Registered Class A and Permitted Class B CFOs are considered to be from an approved source.

## **21. Do I need a Temporary Food Facility Permit to operate at a Certified Farmers' Market even though I am a Registered or Permitted CFO?**

Yes. Cottage food products offered by Registered Class A and Permitted Class B CFOs may be sold at Certified Farmers' Markets provided the CFO has a valid Temporary Food Facility Permit.

## **22. Can a CFO located outside of Sonoma County sell their cottage food products within Sonoma County?**

Yes. CFOs located outside of Sonoma County with proper registration or permit from another county in California may sell their cottage food products in Sonoma County. **NOTE:** A CFO operator may sell cottage food products at a permitted community event provided the CFO operator has a valid temporary food facility permit. See question #19 for further information.

## **23. How often will a CFO be inspected?**

- Class A CFOs are not subject to initial or routine inspections. For purposes of determining compliance, the registered area of the CFO may be inspected under the following conditions: consumer complaint, reason to suspect that adulterated or otherwise unsafe food has been produced or that the CFO has violated Chapter 11.5 of the California Retail Food Code.
- Class B CFOs are required to have an initial inspection to determine compliance with Chapter 11.5 of the California Retail Food Code. Once permitted, Class B CFOs will be inspected no more than once per year.
- Class A and Class B CFOs (Other Inspections): EHS may access, for inspection purposes, the registered or permitted area where a CFO is located if, on the basis of a consumer complaint, EHS has reason to suspect that adulterated or otherwise unsafe food has been produced by the CFO or that the CFO is found to be in violation of California food safety laws. A CFO found to be in violation will be subject to fees for the inspection and any enforcement activities.

## **24. What are the operational requirements for a CFO?**

All CFOs must comply with the following:

- No domestic activity in kitchen during cottage food preparation
- No infants, small children, or pets in kitchen during cottage food preparation
- Kitchen equipment and utensils kept clean and in good repair
- All food contact surfaces and utensils washed, rinsed, and sanitized before each use
- All food preparation and storage areas free of rodents and insects
- No smoking in kitchen area during preparation or processing of cottage food
- A person with a contagious illness shall refrain from working
- Proper handwashing shall be completed prior to any food preparation or packaging
- Water used in the preparation of cottage food products must be potable. Cottage food preparation activities include:
  - Washing, rinsing, and sanitizing of any equipment used in food preparation
  - Washing and sanitizing hands and arms
  - Water used as an ingredient in a cottage food product

## 25. Where can I file a complaint about a cottage food operation or cottage food product?

You can file a complaint by contacting Department of Health Services, Environmental Health and Safety (707) 565-6565.

## 26. Are “Internet” sales and “Mail-Order” sales permitted?

A Cottage Food Operator may accept orders and payments via the internet, mail or phone. However, the CFO must deliver their CFO products directly (in person) to the customer. The CFO products may not be delivered via US Mail, UPS, FedEx or using any other indirect delivery method. This includes both “direct” and “indirect” sales. Sales involving these indirect delivery methods are regulated/subject to CDPH registration and state and federal requirements.

## 27. What has to be on my cottage food label?

- All cottage food products must be labeled in compliance with the Federal Food, Drug, and Cosmetic Act ([21 U.S.C. Sec. 343 et seq.](#)). The label must include the following:
  - The words “**Made in a Home Kitchen**” in 12-point type
  - The name commonly used for the food product
  - The name of the CFO and the city, state and zip code of the cottage food operation which produced the cottage food product. If the firm is not listed in the current telephone directory then a street address must also be declared. A contact phone number or email address is optional but may be helpful for consumers to contact your business.
  - The registration or permit number of the CFO which produced the cottage food product, and in the case of a Class B CFO, the name of the county where the permit was issued. For example, “**County of Sonoma**”
  - The ingredients of the food product, in descending order of predominance by weight, if the product contains two or more ingredients.
  - The net quantity (count, weight, or volume) of the food product. It must be stated in both English (pound) units and metric units (grams).
  - A declaration on the label in plain language if the food contains any of the eight major food allergens such as milk, eggs, fish, shellfish, tree nuts, wheat, peanuts, and soybeans. There are two approved methods prescribed by federal law for declaring the food sources of allergens in packaged foods: 1) in a separate summary statement immediately following or adjacent to the ingredient list, or 2) within the ingredient list.
  - The use of the following eleven terms are considered nutrient content claims (nutritional value of a food): free, low, reduced, fewer, high, less, more, lean, extra lean, good source, and light. Specific requirements have been established for the use of these terms.
  - A health claim is a statement or message on the label that describes the relationship between a food component and a disease or health-related condition (e.g., sodium and hypertension, calcium and osteoporosis). Please refer to the Cottage Food Labeling Guideline for more details.
  - If the label makes approved nutrient content claims or health claims, the label must contain a “Nutrient Facts” statement on the information panel.
  - Labels must be in English (accurately translated information in another language may accompany it).
  - Labels, wrappers, inks, adhesives, paper, and packaging materials that come into contact with the cottage food product by touching the product or penetrating the package must be food-grade (safe for food contact) and not contaminate the food.
- In a permitted food facility, cottage food products served without packaging or labeling shall be identified to the consumer as homemade on the menu, menu board or in another easily accessible location that would reasonably inform the consumer that the food has been made in a private home.

## 28. What cottage foods are not allowed?

- Fresh or dried meat or meat products including jerky
- Fresh or dried poultry or poultry products
- Canned fruits, vegetables, vegetable butters, salsas, etc.
- Fish or shellfish products
- Canned pickled products such as corn relish, pickles, sauerkraut
- Raw seed sprouts
- Bakery goods with fillings such as cream, custard or meringue pies and cakes or pastries with cream or cream cheese fillings, fresh fruit fillings or garnishes, glazes or frostings with eggs
- Tempered or molded chocolate or chocolate type products
- Milk and dairy products including hard, soft and cottage cheeses and yogurt
- Cut fresh fruits or vegetables
- Food products made from cut fresh fruits or vegetables
- Food products made with cooked vegetable products
- Garlic in oil mixtures
- Juices made from fresh fruits or vegetables
- Ice or ice products
- Barbeque sauces and ketchups
- Focaccia-style breads with vegetables or cheeses
- Wine preserves
- Ganache
- Cream cheese frosting
- Chutney
- Vegetable butter
- Food products that require refrigeration